Instructions for laying out your artwork

You have chosen to supply the separate pieces for your presentation folders. You will need to provide completed artwork for each of the panels you want printing on.

- Panels can be laid out individually…

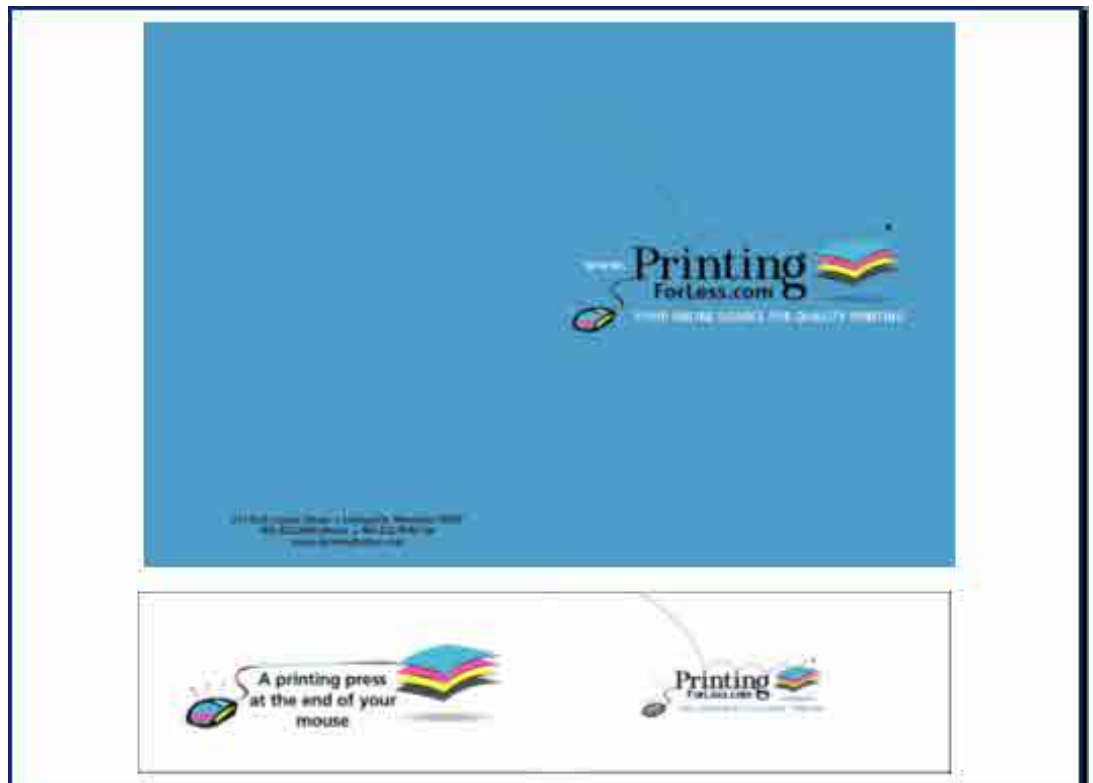

Figure 14

- Or you can combine panels as you wish.

Figure 15

Instructions for working Individual Panels

As shown in Figure 4

- If you are going to work with separate panels, use following dimensions.

- Large Panels are 9" x 12".

- If you have content that will go right to the edge, you need to "bleed" off the edge by 1/8". If your content is to the edge on all sides, your image for the large panels needs to be 9-1/4" x 12-1/4".

Figure 16

- Even though the image does not bleed across the spine or onto the pockets, it is better that you provide bleed on all sides so things get centered properly.

- The pockets are 9" x 4"

- Again please provide bleed if the content goes right to the edge.

Figure 17

Instructions for working with Combined Panels

As shown in Figure 5

- If you are going to work with combined panels, use following dimensions.

- Large Panels are 9" x 12" so you will need to create artwork that is 18" x 12".

- If you have content that will go right to the edge, you need to "bleed" off the edge by 1/8". If your content is to the edge on all sides, your image for the large panels needs to be 18-1/4" x 12-1/4".

Figure 18

- Even though the image does not bleed onto the pockets, it is better that you provide bleed on all sides so things get centered properly.

- The pockets are 9" x 4" so you need to create artwork that is 18" x 4"

- Again please provide bleed if the content goes right to the edge.

Figure 19

- Keep in mind that the pockets are 9 inches at the bottom, but only 8-7/8 at the top, so do not get too close to the edge with content.

Figure 20

- If you are printing on both sides all the dimensions remain the same but remember, when the pockets fold up, the will cover the bottom 4" of the artwork.

Figure 21

Congratulations, your Presentation Folder is now ready!

Place your order today and they can be ready to ship in 10 business days!

When your files are ready, you can place your order at:

Click Here

or if you have already placed your order, you can now upload your files to:

Click Here

Be sure to have your order number handy.

Be sure to upload the native files. It is better not to produce PDF files and upload them. It is especially important with PhotoShop to send the *Layered* PhotoShop file.